

THIRD CIRCUIT COURT OF APPEALS

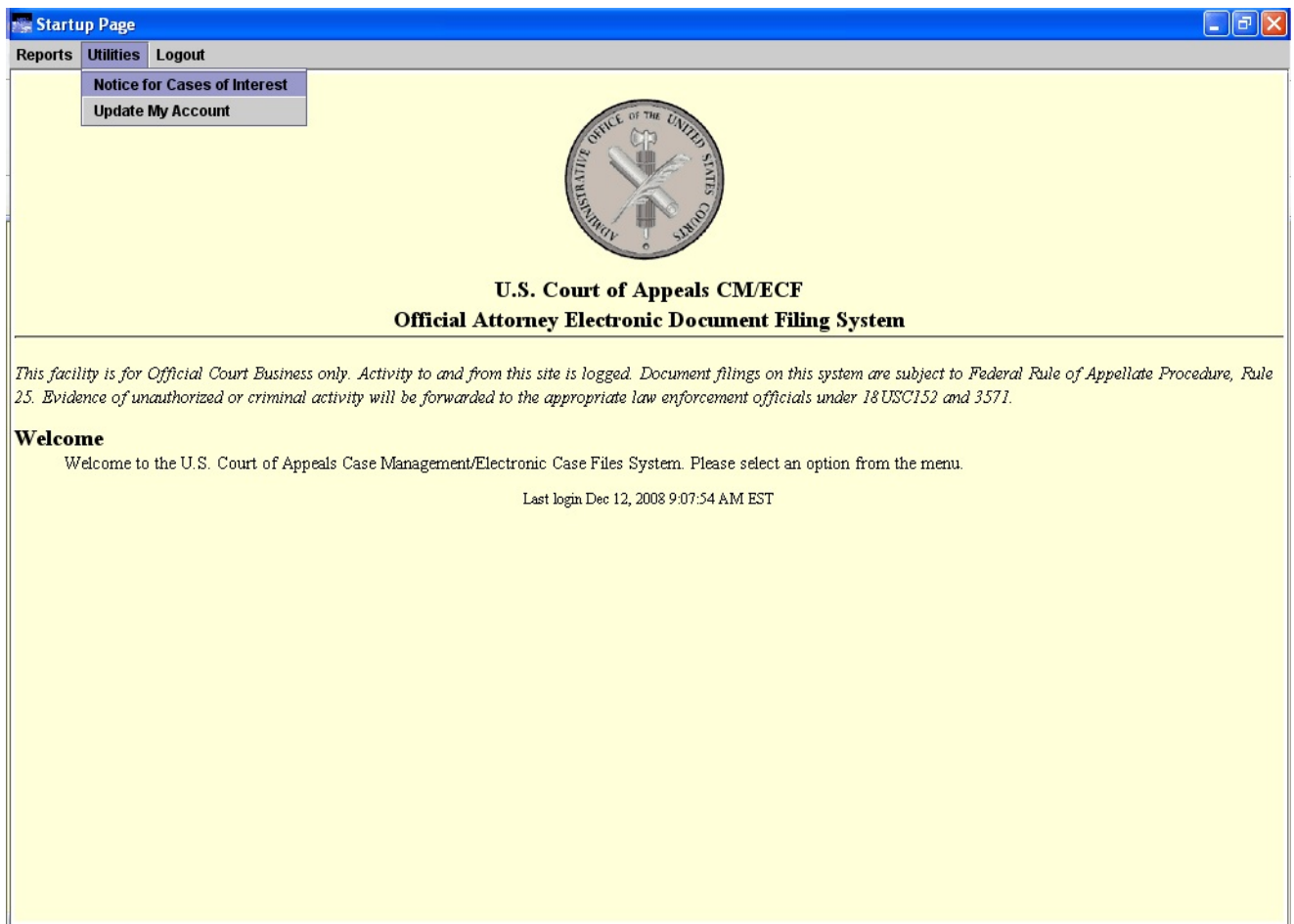
Public Interested Person Manual

Last Update 4/1/09

Public Interested Person

Public Interested Persons may register for a login and password through our Third Circuit CM/ECF website under the Filer Registration option. Select “other (not a public filer)” as the role type. Complete the form and send to the PACER Service Center (PSC). The PSC will notify our court immediately regarding the request. You should receive an e-mail advising you if your request has been made active or not. If your request is made active, you will be able to enter into our CM/ECF system by using the login and password you selected.

1. To receive notice for cases that you are interested in, please select the ***Utility*** option and ***Notice for Cases of Interest***.



2. Enter in an e-mail address where you would like the notices to be sent, or, you can choose an e-mail address that is already on file by selecting the drop-down.
3. Select the Notice of docketing activity frequency. N.B. A daily summary selection will give you the notification summarizing all case(s) of interest toward the end of each business day. Each transaction will notify you immediately after the event is submitted on the docket report.
4. Enter in the case number that you wish to receive a notice and click ***Search & Add***.
5. The case number will populate in the ***Cases of Interest Selected*** box.
6. When you have added all of the case(s), which you would like to receive notice, please click ***Update*** and then ***Done***. You will now receive notification of filings that take place in the case(s) listed in your ***Cases of Interest Selected*** box.

E-mail Notice for Cases of Interest for OtherPerson, Char

Reports Utilities Logout

Note: These settings will apply only to notices for cases of interest.

☐ Enter E-mail Address:

☒ Choose E-mail Address on File:

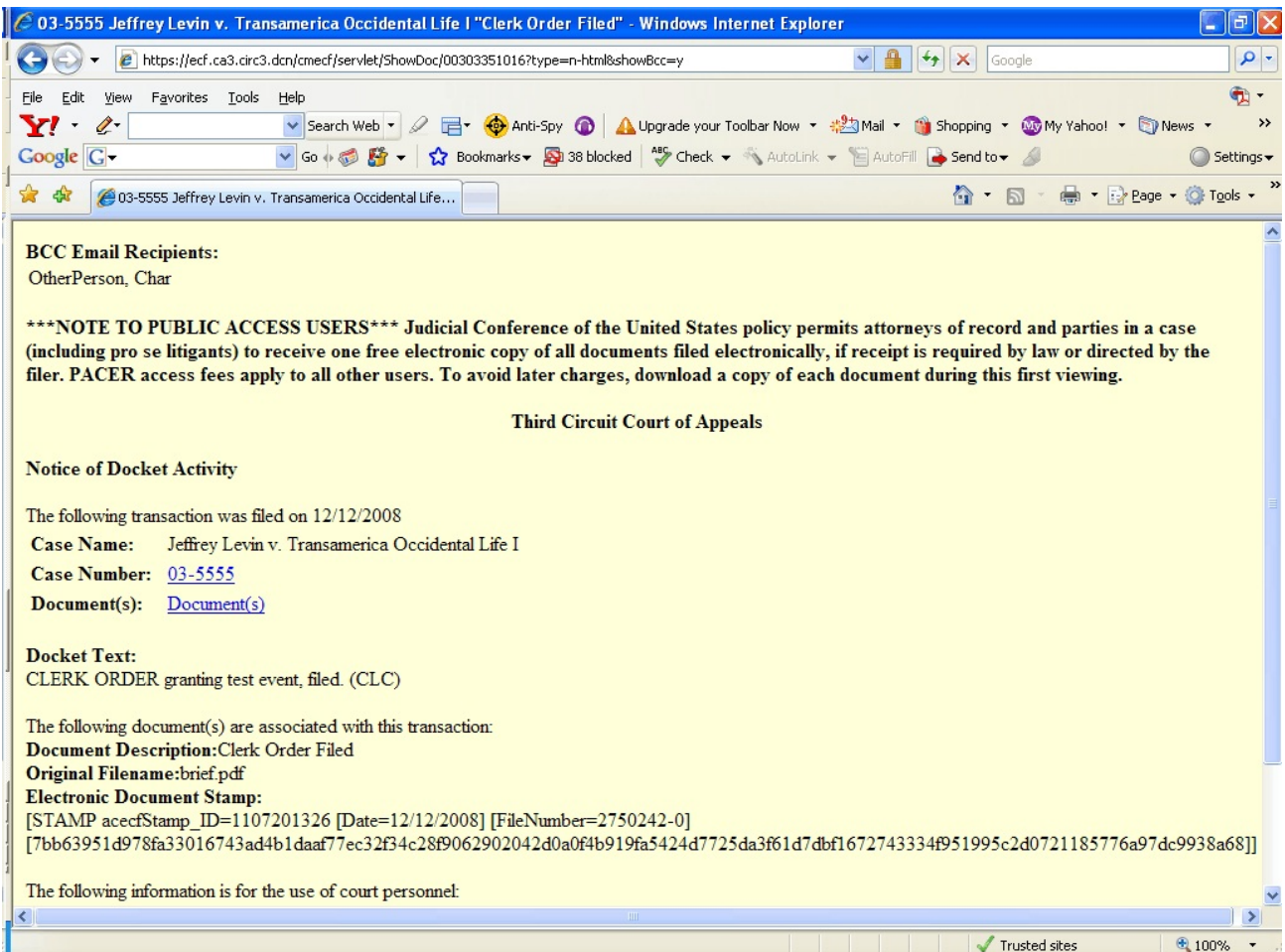
Notice of Docket Activity Frequency: ☒ Individual for each transaction ☐ Daily summary

Enter Case Number:

Cases of Interest Selected

[New]03-5555 Jeffrey Levin v. Transamerica Occidental Life I

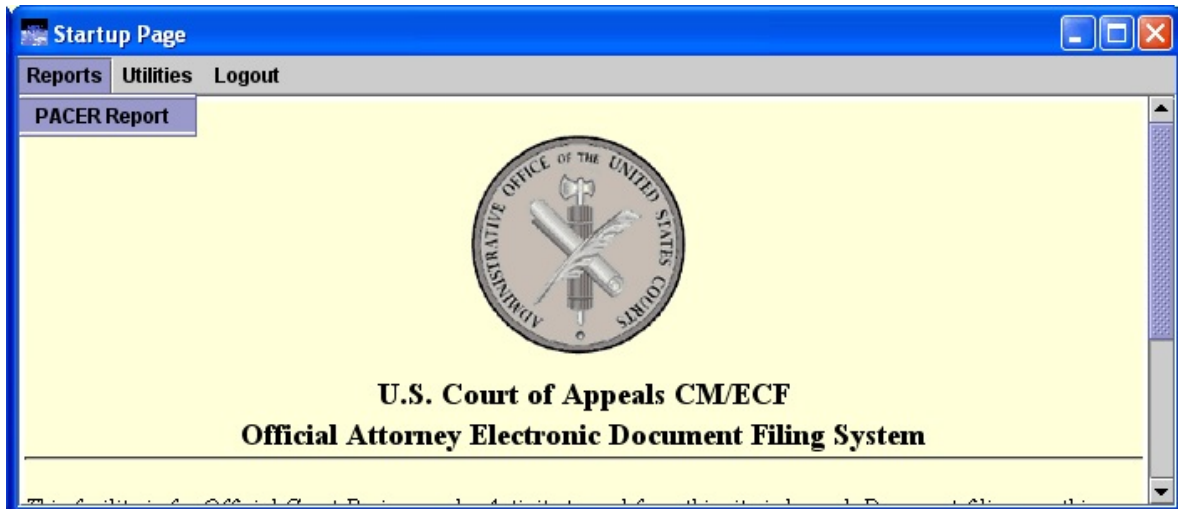
7. If you wish to be removed from a case(s) on your list, highlight the case in the **Cases of Interest Selected** box and click the **Remove** button.
8. When an event has been docketed on the docket report you will receive a Notice of Docket Activity (NDA), which will list your e-mail address at the top of the page as a BCC e-mail recipient. You may click on the hyperlink of the case number and log into PACER to review the docket report. You may also click on the hyperlink of the document and log into PACER to retrieve the document filed.



Other Toolbar Options

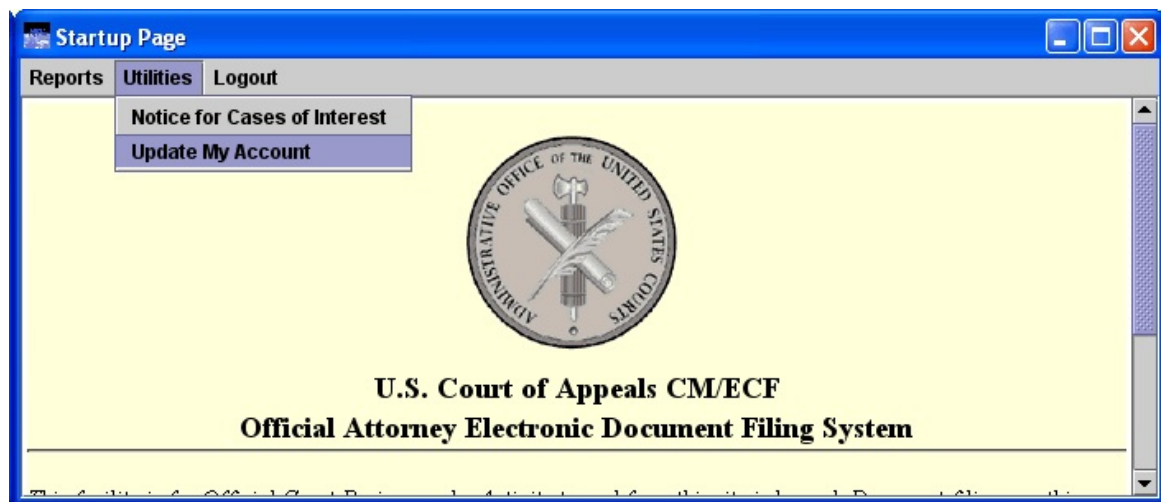
Reports

- ◆ You can access a docket report via PACER by selecting the ***Reports-PACER Report*** option on the CM/ECF toolbar. This option links you directly to the [PACER Service Center Home](#).



Utilities

- ◆ You can manage your account by selecting the ***Utilities - Update My Account*** option from the CM/ECF toolbar. You are able to update account information such as, e-mail address, telephone number etc.



Logout

- ◆ When you have finished filing your document, choose ***Logout*** from the menu and ***Logout CM/ECF*** to exit the system.

